

# TOWN OF DAVIE

## OFFICE OF THE TOWN ADMINISTRATOR

### MEMORANDUM

**TO: Mayor and Council**

**FROM: Thomas J. Willi, Town Administrator**

**DATE: December 12, 2001**

**RE: Town Administrator Evaluation**

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The evaluation of the Town Administrator is scheduled for the December 19, 2001 Council meeting. It is on the agenda as a new business item. The evaluation, as required by my employment contract, consists of a review of the administrators performance for the prior calendar year.

I would like to recommend an evaluation format that consists of 5 minutes of comments from each member of Council followed with up to 10 minutes of response to those Council comments. Using this format the evaluation should take approximately 35 minutes to complete.

The last year was a productive time where a number of Council directives were implemented including the western area zoning-in-progress, implementation of a cell tower moratorium and additional park facilities designed and about to be constructed at the 61st Avenue facility and at Potter Park.

The Town has applied strategic planning criteria to its management function. Department directors and their supervisory staff attended a planning summit in November to implement the project. Strategic plans will be a component of future budget processes.

The Town has become a Sterling Process participant. This project will be an on going project examining management processes within the Town and providing benchmarks for comparison with other municipalities.

Major portions of the park bond improvements at Davie Pine Island Park were completed on time and at or under budget.

At Council's directive a number of department organization changes were successfully implemented improving the Town's ability to service its citizens and provide improved customer service capabilities (see separate report).

Revenues to the Town were increased by providing Fire services to Pine Island Ridge and Southwest Ranches and water and sewer service to the Seminole Tribe. Additionally, a fee review was conducted as part of the budget process and revenues in a number of areas were increased. Council recently approved a recycling ordinance that will also increase franchise fees from our waste hauler, Waste Management.

The Town was very successful in the awarding of grant monies this past year with the approval of \$500,000 for Harmony Village, \$476,000 for the PAL facility at Potter Park and \$200,000 for the 61st Ave Park improvements. In addition, we have a number of grant applications pending for improvements to Silver Lakes Park and additional improvements for 61st avenue totaling approximately \$402,000. Also pending is the Town's 6.6 million Community Trust Grant for our wetland project. A grant specialist approved with this fiscal year budget is in the process of being hired to coordinate grant applications as well as lobbying activities.

The expansion and reorganization of the Human Resources Department has been critical to meeting the needs of the Town relative to staff screening, hiring and benefits administration. Many departments suffered from lack of a coordinated effort in this area. A new director was hired to fill this important Town director position.

A number of other key positions were filled this year including the positions of Assistant Town Administrator, Fire Chief, Town Clerk, Park and Recreation Director, Building Official and Director of Information Systems. These new staff members have quickly proven themselves to be invaluable and their positive attitudes have reflected on employees throughout the Town. It is my intent to continue hiring the most qualified person for the position regardless of race or gender. Overall, employee morale has improved tremendously as the employees of the Town see progressive improvement on many fronts. Furthermore, Town/Union relations are at an all time high, relieving many of the stresses and tensions previously encountered during contract negotiations. Most recently I was honored with receipt of the Local 2315, International Association of Fire Fighters, Presidents Award.

A major technology initiative has been undertaken by the Town to improve our communication capabilities and access to records by the public. The installation of the PBX phone system with new cabling will enable the public to view documents and Town records as well as communicate effectively with the Town via email. A records retention system was purchased and

implemented to electronically store and retrieve Town records. The purchase and implementation of a PC network is presently underway.

The Council recently approved a lease with Nova Southeastern University for the aquaculture facility, removing this cost burden from the Town.

Problems associated with improvements for the Griffin Road corridor and Davie Road were handled successfully with FDOT and the South Florida Water Management Division. All permits were issued and the work is in the acceptance stage at this time.

I have been quite successful remaining responsive to stake holder needs, striving to return all phone and written correspondence sent through my office in a timely manner. I have maintained membership on the Marina Mile, ICMA, FCCMA, and SouthWest Broward Chamber Board of Directors, Davie/Cooper City Chamber and have recently become a Rotary member in efforts to show the Town's interest and support for these community organizations. I am also a committee member for the Broward City/County Managers Association and was elected president of the Building Officials and Inspectors Association for the year 2002.

Throughout the last year I have been attending classes full-time at Nova Southeastern University in furtherance of my education. My grade point average has been 3.62 for the past year. I am in the process of applying to the Wayne Huizenga Graduate School to complete a Masters Degree in Public Administration, an 18 month program. I intend to take a small break between programs to catch up on some personal issues prior to starting the MPA program in June of 2002.

Many of the above accomplishments would not have been possible without the support of the Town Council, staff and the public. Working as a team, administration and Council can achieve great things. When I first came to Davie, I saw the Town as a diamond in the rough. It has been my mission to polish this diamond daily and every day it shines a little brighter. I enjoy working for the Town and look forward to another year of progressive change under your direction.

Council has the option of making a salary recommendation at the time of this evaluation. My base salary has not increased since I assumed the role of administrator in June of 2000.

I have attached a list of other Town projects that were initiated/completed with Council direction for your review.

It has been a pleasure serving this Council in the past and I look forward to continuing this productive relationship in the future.

## **Summary of Completed and/or on-going Projects**

Comprehensive Emergency Management Plan  
Annexation Efforts-Pine Island Ridge, Waldrup, United Ranches  
SFWMD Funds for C-11 Budget  
Drainage Projects  
Davie Bus Transportation/Davie Transit  
Broward County Land Preservation Efforts/\$400 million Bond  
GIS/Imaging System Implementation & Training  
Townwide Employee Computer Training  
NSU Parking Program  
Web Site Updated/including Sexual Predator Site  
Equestrian Park at Imagination Farms  
Reese Road Dedication  
Greenways System/County  
Waste Management Vacation Plant  
SWIM Central Pool Program  
Council Meeting Audio/Visual equipment  
Police/Fire Recruitment Program  
On-going departmental policy program (policy implementation townwide)  
Hometown Security Committee  
Technology Advisory Committee  
Capital Improvement Budget  
Davie Road Improvements  
Strategic Planning Initiative

## **Projects Under Council Direction (partial list)**

Cost Recovery Program  
Community Relations Board  
Davie Elementary Shelter  
Park City/Waste Management Contract Change for Cost of Service  
Young at Art /Library Joint Venture  
Trail Trip Guide  
Wetland Grants